

M S P



MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR A DESIGNATED MANAGERIAL POSITION.

CLASSIFICATION: **STAFF SERVICES MANAGER III**

POSITION TITLE: **ASSISTANT DIVISION CHIEF, OFFICE OF BUDGETS AND ADMINISTRATION**

SALARY: **\$6779 - \$7474**

LOCATION: **HEADQUARTERS – SACRAMENTO**

FINAL FILING DATE: **OCTOBER 24, 2008**

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Division of Maintenance, a CEA III, the Assistant Division Chief, Office of Budgets and Administration provides leadership responsibilities for planning, organizing, and managing activities of staff related to the development, management, and implementation of the statewide maintenance budget and administrative issues. The program includes Office of Budgets and Planning, Office of Personnel and Field Support, Office of Management Systems and Studies, Contract Services, Strategic Planning, and Office of Management Services. Responsibilities include, but are not limited to:

- Directs the development, implementation, and reporting of the Division of Maintenance 1.2 billion dollar statewide budget. Oversees the development of methodologies and financial strategies to allocate resources consistent with various fund types including State, Federal and State Highway Operation and Protection Program, Reimburse, Stormwater, as well as the Program Level Action Plan, Department Strategic Plan, and Operational Plan. Provides financial and statistical data reports to upper management. Directs the preparation and maintenance of the division's out-of-state travel blanket and signature cards.
- Serves as a member on the Department Financial Policy Committee with representatives from Budgets, Capital Outlay Support, Local Assistance, Planning and Traffic Operations. Provides input and advice to the Financial Policy Board that includes the department's Chief Financial

Officer and Department deputies. Fiscal issues include budget change proposals, finance letters, general allocations, and efficiency reporting.

- Acts as the Division's budget liaison between the department's management team, divisions, districts and other State agencies such as Business Transportation and Housing, Department of Finance, Legislative Liaison Office, and Employee Unions. Serves as consultant to Division Chief, Office Chiefs and Deputy District Directors for Maintenance on all general administrative issues related to personnel, exam planning, adverse actions, workers compensation, and labor relations involving maintenance employees and/or classifications. Develops consensus with line management on proposed adverse actions, and assures complete and positive resolution. Coordinates issue resolution with the Office of Personnel Operations and Office of Labor Relations.
- Coordinates statewide Maintenance organizational development and staff planning; analysis of recommendations on district organizational proposals, develops policy and procedure documents to implement staffing changes, and develops and monitors systems to track staffing changes.
- Develops continuous improvements to policy and procedures for the Integrated Maintenance Management System. Ensures future system enhancements are compatible with the Department's and State Controller's Office time reporting system.
- Provides direction and final approval on the content of internal and external websites for the Division of Maintenance.
- Directs the development of proposals for the Division's Program Level Action Plan, 10-Year Strategic Plan, and Operational Plans; directs the development and implementation of performance measures. Directs the development and implementation of the Division Succession and Retention plans.
- Oversees (both directly and indirectly) the statewide maintenance service contract managers and develops maintenance contracting policies. Responsible for commodities (materials, equipment, and supplies) and Information Technology hardware and software; ensures compliance with State's purchasing guidelines. Interfaces with program managers, Accounting, Budgets, Legal, other State agencies and private contractors; advises program managers and management on contract related matters.
- Oversees the management of the maintenance headquarters administrative support functions, including facility management, space, and out-of-state travel. Oversees the administration of the Employee Motivation and Recognition programs. Directs all phases of facility management, building security access and emergency evacuation.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the California Department of Transportation and meet the following qualifications by the final filing date in order to participate in this examination.

Either I

One year of experience in the California State service performing the duties of a Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

Or II

One year of experience in the California State service performing analytical staff duties of a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

and

Current employment in a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

Or III

Two years of experience in the California State service performing the duties of a Staff Services Manager I.

Or IV

Experience: Five years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience which shall have included the preparation of reports and the presentation of recommendations to management beyond the trainee level, at least two years of which must have been in a supervisory capacity. [Experience in the California State service applied toward this requirement must include two years performing the duties of a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).] (In appraising experience more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program and the processes available to meet equal employment opportunity objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports; utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the Department's equal employment opportunity objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

Only the most qualified candidates will be interviewed. In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated ability to manage a budget monitoring process; including knowledge and involvement in the management of personnel services and operating expenses across multiple programs and funding sources.
- Demonstrated knowledge of public and business administration, including fiscal, personnel management and budgetary procedures.
- Demonstrated experience with managing complex programs and multi-disciplinary staff.
- Demonstrated knowledge in the State contracting process.
- Demonstrated experience in examining existing policy, seeking new and more efficient ways of conducting business, strategic planning process, performance plans and measures.
- Demonstrated aptitude to effectively resolve sensitive personnel issues, including grievances with internal entities, including Equal Employment Opportunities and Labor Relations.
- Demonstrated experience in developing and sustaining a cooperative relationship with both internal and external agencies.
- Demonstrated knowledge and ability in developing and delivering presentations to an audience.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD 678), which includes civil service titles and dates of experience. The application should specify the **classification; position title and the MSP number 8MSP44**.
- No faxed or e-mail applications will be accepted.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final filing date of **OCTOBER 24, 2008**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Liz Ochoa (8MSP44)
1727 30th Street, MS-86
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to: Liz Ochoa at (916) 227-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922, or the Exams TTY line at (916) 227-7858 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858 or TTY (916) 227-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.